

OL/FMD WEEKLY REPORT
PERIOD ENDING 31 AUGUST 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

a. Status of South Side Chilled Water Lines: No change.

b. Parking and Traffic Management: On 25 August, the Contracts Staff, FMD/OL, held a pre-bid conference for Invitation for Bids for the West "A" Parking Lot Expansion. Representatives from four of the six companies solicited participated in the meeting and jobsite visit.

c. Cafeteria Expansion Project: On 23 August, Contracts Staff, FMD/OL, held a second pre-bid site visit for Invitation for Bids (IFB) for the Cafeteria Expansion - Phases II and III. Because of the magnitude of the project, several contractors requested a second site visit. Representatives from four of the ten companies that received the IFB and several subcontractors visited the site.

d. Backfill Project: On 26 August, Contracts Staff, FMD/OL, opened bids for the Renovation of the 4G corridor in the Original Headquarters Building. Bids were received from five contractors. A Firm-Fixed Price Contract in the amount of \$770,700 will be awarded to Hitt Contracting Inc., to perform the required work.

e. New Headquarters Building (NHB): The 60% review of the DO, construction package for 17,000 square feet on the 4th floor of the NHB was held with Smith, Hinchman & Grylls (SH&G) at their office in Detroit on 25 August.

~~f. Child Day Care Center (CDCC) Project: On 25 August, Contracts Staff, FMD/OL, opened bids for the CDCC. Bids were received from five companies, and Hitt Contracting, Inc. submitted the lowest price (\$1,755,826). The ACRB Docket will be presented to the Board on 30 August. The National Capital Planning Commission is~~

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expected to give final approval to the project on or about 7 September. After this approval is obtained, a Fixed Price Contract will be awarded to Hitt, and work is scheduled to be completed in nine months. [redacted]

25X1 g. Significant Component Move Support: On 26-27 August, the Building Services Branch (BSB), FMD/OL, completed the move of the Office of Near Eastern and South Asian Analysis (NESA), DI, from the Original Headquarters Building to the New Headquarters Building, 6P Corridor. The NESA office consisted of [redacted] people with an average of 10 boxes each, three pieces of furniture and 1 1/2 pieces of computer equipment per person. The actual move was completed in 9 hours. After completion of the move, E.I. Kane movers remained behind to make minor adjustments of furniture, etc., for NESA occupants. [redacted]

25X1 h. The Design Branch, Operations/FMD/OL, received a list of personnel and equipment requirements from Counterintelligence Center, DO, for the renovation of their space in the 2B corridor of the OHB. Approximately 10,000 square feet will be renovated to accommodate 110 people when the work is complete. [redacted]

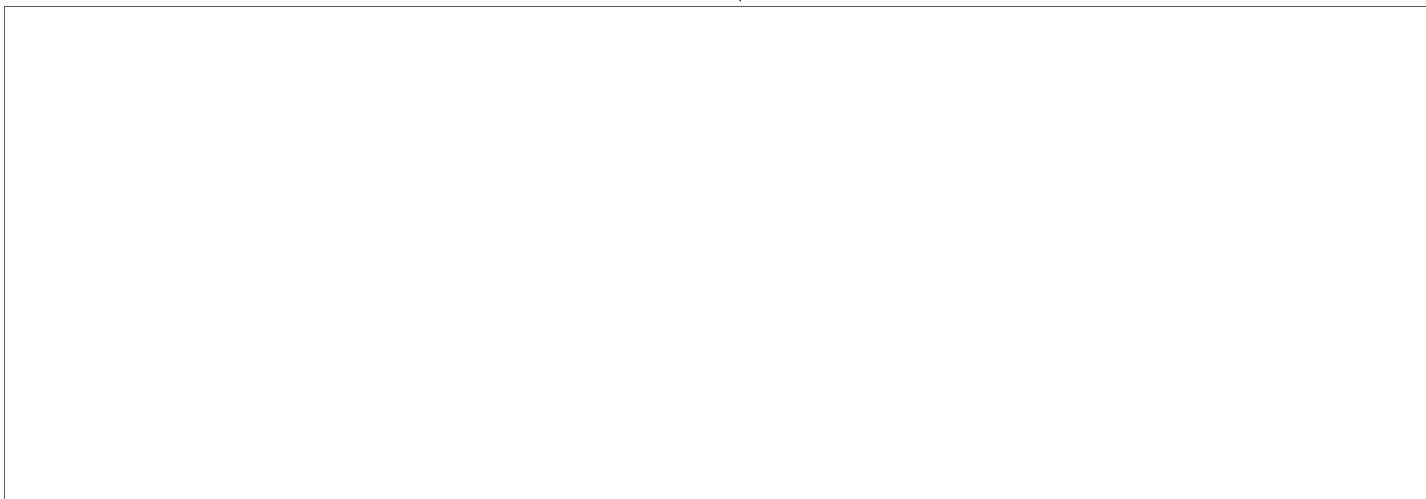
25X1 i. Significant Customer Service Efforts:

25X1 (1) The [redacted] quality of food service questionnaire has produced a 50% response from Agency staff located in that building. Compilation of the results will be given to Mr. Robert Adams, Supervisor for the Virginia department of the Visually Handicapped, overseeing [redacted] food service operations. [redacted]

25X1 (2) Concurrent with the deactivation of the pneumatic tube system on 26 August, the Mail & Courier Branch (M&CB), FMD/OL, commenced a dedicated cable distribution run between the DO's Information Service Centers and the Office of Information Technology (OIT) Communications Center. This service consists of the allocation of one person to visit six offices a total of five times per day. This service is being provided on an interim basis, until DO can develop an alternative (i.e., electronic interface) to accomplish the task. [redacted]

25X1 j. Operational Support:

25X1



3. Upcoming Events:

25X1



yes
yes
areas
b. BSB will be providing move support from 2400 hours Friday, 2 September, through 1800 hours Saturday, 3 September, to relocate the north side computer center (GE78) to the ~~NHB~~³ computer centers. Additionally, BSB has provided escorts to supplement OIT personnel volunteering for this move.

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4. Management Activities and Concerns:

a. Personnel: During this period the Deputy Chief, FMD/OL, was reassigned to the Office of Information Technology.

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b. The Integrated Logistics Support Program (ILSP) Staff is continuing to meet with Africa Division, DO, concerning resolution of the partition height problem.

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25X1



Chief
Facilities Management Division